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ABSTRACT

This student guide is intended to assist persons employed as supervisors in understanding and practicing principles of occupational health and safety. Discussed in the first three sections are the following topics: health and safety at work (causes of accidents, ways of dealing with and reporting accidents, procedures for preventing accidents and inspecting workplaces, work rules on health and safety, strategies for training and encouraging safety consciousness, and ill health brought about through work); Great Britain's Health and Safety at Work Act (employer responsibility for health and safety, personnel with special health and safety interests, information that employers must provide, and employee responsibilities for health and safety); and enforcement of the law and the powers of the Health and Safety Inspectorate. Each of these sections contains an introduction, sections of instructional text that are interspersed with reinforcing learning activities, and a section summary. The fourth part of the guide includes a series of performance checks (an end check, a tutor check, and a work-based project). Concluding the guide is a unit review that reviews the objectives addressed in the guide, describes related extension courses, and lists recommended reference materials. (MN)

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An Open Tech Project

SUPERVISING
INDUSTRIAL RELATIONS

84: Health and Safety

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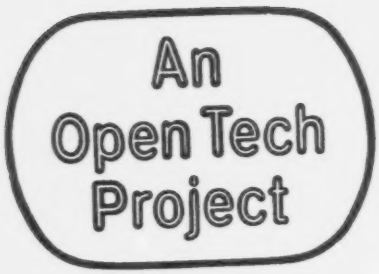
84: HEALTH AND SAFETY

Matthew S McCall



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McCall Matthew S
Health and Safety (Number 84 in the CHOICE SERIES of learning units)

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CONTENTS PAGE

PART A HEALTH AND SAFETY AT WORK

1 Introduction 2

2 What is an accident 2

3 Causes of accidents at work 3

4 Dealing with accidents 8

5 Reporting accidents 9

6 Accident prevention 11

7 Workplace inspection 15

8 Work rules on health and safety 23

9 Training and encouraging safety-consciousness 26

10 Ill health brought about through work 28

11 Summary 29

PART B THE HEALTH AND SAFETY AT WORK ACT

1 Introduction 30

2 The employer's responsibility for health and safety 30

3 Personnel with special health and safety interests 36

4 Information which employers must provide 45

5 Employee's responsibilities for health and safety 48

6 Summary 55

PART C ENFORCEMENT OF THE LAW

1 Introduction 56

2 The powers of the Health and Safety Inspectorate 56

3 Summary 61

PART D PERFORMANCE CHECKS

1 End checks 62

2 Tutor check 66

3 Work based project 68

PART E UNIT REVIEW

1 Return to objectives 69

2 Extensions 70

3 References 80

WORKING GUIDE TO THIS UNIT IN YOUR DEVELOPMENT PROGRAMME

This Unit is now your personal property - it's not for handing back to your training officer or to a tutor. It is your working book.

The Contents will increase in value to you each time you write on one of its pages. This is a working text for your personal notes - without notes its value is limited.

Qualifications forget about certificates and diplomas - you don't need them for this programme. What you do need is the wish:-

* to do your job better
* for personal development

Your study time is really up to you - we guess you will need about 8 hours in total. But it's your time - spend as long as you like.

How am I doing? you can judge for yourself by checking out how well you cope with the tasks we call Activities and Self Checks which occur throughout the unit. You can also get the Tutor Check and/or the Work Based Project to your tutor for an unbiased view of your progress.

Work Pace it's really up to you and depends on your interest. However, if you do well on the Activities and Self Checks, you could afford to speed up a little. Of course, if you don't do as well as you expect then you could slow down a little or flick back into the unit for a quick review of the more difficult ideas.

When in doubt - ask or seek help from:

* your family and friends
* colleagues at work
* your company training staff
* other open learners
* your tutor, by phone, by a visit to your support centre or by dropping your tutor a line through the post.

Don't worry if what you learn doesn't seem to be of use to you now, remember that times change - it may be useful one day. Anyway, just knowing more improves personal confidence.

So now make a start:-

84: HEALTH AND SAFETY by Matthew Stuart McCall

ABOUT THIS UNIT

You are largely responsible as management's representative on the spot, for ensuring the health, safety and welfare of the members of your workteam. So, however you do your job, it's clear that you must always think about your health and safety responsibilities.

You may consider that as a supervisor you already have enough to do without having to be bothered about other people's health and safety. But being an effective supervisor is partly about making sure that the people in your workteam can relate to you. It must help people to be able to do this if they know that you as a supervisor, are concerned about them. There is of course another very major reason why you should have regard not only for your own safety but for the safety of others. To fall to do so may mean that you are breaking the law.

IN THIS UNIT WE WILL:

* consider the meaning of health and safety at work as it relates to the workplace.

* identify the ways in which the law involves itself with health and safety at work and its attempts to encourage safe working practices.

* explore the reasons why and the ways in which employers and employees alike can become more safety conscious.

* appreciate the importance of a supervisor in relation to health and safety at work.

AUDIO TAPE
Side 1

Before you continue through the unit, you should listen to side 1 of the audio tape that accompanies the Unit. You will find it useful if you refer to the Unit objectives shown below whilst you listen to the tape. You may wish to make the objectives clearer to yourself by making a note or two on the page as you listen.

OBJECTIVES

When you have completed this Unit you will be BETTER ABLE to:

* **understand how the law effects health and safety at work**

* **list the various methods available to reduce work related injuries**

* **understand the role of a supervisor in relation to health and safety at work**

PART A HEALTH AND SAFETY AT WORK

1 Introduction

It may seem odd to being a unit of Health and Safety by considering accidents at work. But we have to be realistic - accidents do happen and as a supervisor one of your major responsibilities will be to ensure that they happen as rarely as possible.

2 What is an accident?

Let's start by agreeing on what an "accident" is:

ACTIVITY 1
Time guide
2 mins

Think about what you mean by accident for a moment then write down a few words or ideas which define it.

*

It's unlikely that we would all answer this in exactly the same way but my response would be

* An accident is an avoidable incident which causes damage

* An accident is an unexpected event which causes harm to a person or causes damage to things.

Now although your version will be different to mine, it's likely to contain key words like:

* unexpected or unplanned

* harm or hurt or injury

* damage or breakage

* people and things.

No definition of an accident should contain the word "unavoidable" - we must always plan and work towards "no accidents".

So we can agree that an accident at work means that people are injured or that equipment, machinery, materials are damaged - though the injury or damage may only be slight. We can also agree that all accidents are avoidable. So we need to study the causes or sources of accidents.

3 Causes of accidents at work:

ACTIVITY 2
Time guide
1 min

We can argue that there are two groups of causes of accidents; one is unsafe acts, the other is unsafe _____.

Write in the missing word.

Once again it's quite likely that we will have responded in different ways. I would have used the word 'conditions' - perhaps you preferred something like 'equipment' or 'circumstances' which would be equally suitable.

So we can claim that;

UNSAFE ACTS, UNSAFE CONDITIONS CAN LEAD TO ACCIDENTS

Let's look at each of these causes in turn

ACTIVITY 3
Time guide
2 mins

Jot down two examples of unsafe acts which could lead to an accident in your work place

eg failing to use protective clothing

* _____
* _____

Your response to this activity is bound to be influenced by your particular job but nobody's job is such that there is no likelihood of unsafe acts. Here are some typical examples of unsafe acts:

* using equipment incorrectly
* not using protective clothing
* using unsafe or faulty equipment
* unsafe stacking or loading of materials
* careless actions like running, jumping stepping on or climbing over taking an unsafe posture or position exposing the body to danger or standing under suspended loads
* horseplay
* not using safety devices.

ACTIVITY 4
Time guide
2 mins

Having though about unsafe acts, now let's turn to unsafe conditions.

Jot down two examples of unsafe working conditions that could lead to an accident in your work place eg poor lighting

* _____

_____

* _____

_____

Once again, we are all likely to have different experiences and memories of unsafe conditions. Here are some typical examples of bad working conditions:

* poor lighting

* poor ventilation

* poor heating

* badly maintained equipment, machinery or tools

* unsuitable areas for the job

* unsafe workplace.

So, unsafe working conditions could bring about accidents.

If we look at the two lists we have made in the last two activities we can see that unsafe or faulty equipment appears in both lists:

So unsafe or faulty equipment itself is an unsafe condition.

Using unsafe or faulty equipment is an unsafe act.

When we come to investigate accidents this could be important - so we will bear this in mind.

ACTIVITY 5
Time guide
4 mins

Here are two incidents involving accidents at work. Decide whether each one was brought about by

unsafe conditions or
an unsafe act

and write your response in the space at the end of each incident

1 Mr Smith works in a factory and his job involves him in working on a machine with a safety guard. This guard has a plastic shield which covers all the moving parts of his machine. Mr Smith thinks that he will never have an accident like getting his clothes caught up in the machine. Very soon after removing the guard Mr Smith is pulled into his machine by carelessly allowing his tie to become entangled in the moving parts.

*

2 Mrs Green works as a sports assistant in a city leisure centre. Her work mainly involves her in making sure that members of the public are safe when they are using the centre's facilities. She notices that the floor of the main sports hall is wearing away in three places, causing the surface to become uneven. She informs her supervisor who, after checking herself, informs the assistant manager.

No repair work is carried out because the local authority are cutting back on repair work at the centre. So, on a day when Mrs Green is on duty and is setting up badminton equipment she trips upon the uneven surface of the sports hall and breaks her leg.

*

The first incident concerned Mr Smith who took his guard off his machine. It was a deliberate and unsafe act for Mr Smith to take the guard off when it was necessary for his protection, so we would class this as an unsafe act.

The second incident concerned Mrs Green who tripped over the uneven surface of a floor at the sports hall where she worked. Mrs Green was clearly concerned about the condition of the sports hall floor and rightly so, since she broke her leg when she tripped over the worn surface. The local authority in failing to repair the floor had created an unsafe place of work, or in other words an unsafe condition.

I hope we can agree that in those two instances it was clear which was an unsafe act and which an unsafe condition.

But situations aren't always as clear-cut as this. Sometimes an accident can happen as a result of a combination of unsafe acts and unsafe conditions - perhaps the unsafe act was only possible because not enough has been done to ensure safe working conditions.

5

In our next activity we'll see that things can get a bit complicated:

ACTIVITY 6
Time guide
10 mins

Now look at the two following instances of accidents at work.

At the end of each jot down whether you think the accident was caused by

an unsafe act
unsafe condition
a combination of both

and the reasons for your choice

1. Young Billy has just started work for his local council on a job opportunity scheme and is to spend his time working for the Parks and Highways Department. On his first day at work Billy is given his overalls and boots by his supervisor and told to be very careful not to have an accident.

   The boots supplied to Billy are, he feels, too tight and 'pinch' his feet. On his second day at work Billy arrives in a pair of training shoes and keeps them on all morning. In the afternoon, Billy is asked to help his supervisor to lift some barrels from an open wagon. One of the barrels is so heavy that they drop it, and it falls directly on to Billy's foot breaking all his toes.

   * _____

   _____

   _____

2. Mr Jones has just started a new job after having been unemployed for quite some time. His job involves him in working in the warehouse of a large supermarket. Mr Jones is told by his supervisor that he will be expected to work hard, as the section is understaffed. Mr Jones doesn't mind working hard since he has been out of work for so long that he is very keen to get down to some hard work again, and at the same time give a good impression to his supervisor.

   Mr Jones's first job involves him in manually unloading crates of tined goods from a wagon that has pulled into the unloading bay. Before he completes the job Mr Jones feels a slight 'twinge' in his back, but he ignores it and carries on working. The next day, when he attempts to get out of bed he is prevented by a very sharp pain in the lower part of his back. After medical examination Mr Jones is told that he has slipped a disc and that he will be off work for some months and that on his return he should only undertake light duties.

   * _____

   _____

   _____

The first incident concerned Young Billy who having failed to wear safety shoes injured his foot. Young Billy had through his own foolishness not really given his safety boots much of a chance. They were bound to be a little different or uncomfortable at first and to fail to wear them would be an unsafe act. However it might not have been Billy's fault that he didn't wear his boots, his supervisor may not have taken the proper care in supplying the boots in the first place - he may have given him the wrong size. If Billy's supervisor didn't take care he would be creating an unsafe working environment for Billy.

Also, it wasn't very good supervision to expect a young man with no training to lift barrels that the supervisors ought to have known were too heavy. We have seen that poor supervision makes for unsafe working environments. So in this case the accident was caused by a combination of unsafe acts and conditions.

The second incident concerned Mr Jones who hurt his back lifting a crate of goods from a wagon. Here we have yet again an employee who has been injured at work through there being a lack of proper training - was he taught how to lift? It wouldn't seem that he was. Was it a good idea to expect Mr Jones to lift the crates manually? Should there not have been a machine for this job?

So, lack of training and lack of proper equipment can only mean one thing - unsafe working conditions. The fact that Mr Jones lifted a crate that was too heavy for him and obviously lifted it wrongly however, means that he carried out an unsafe act, so once again we have a combination of the two factors.

So we can see from these two incidents that

LACK OF SUPERVISION AND LACK OF TRAINING
ARE IN THEMSELVES UNSAFE CONDITIONS

SELF CHECK 1
Time guide
2 mins

Respond by completing each sentence with a suitable word or words.

a Where a person fails to use protective clothing this is an example of an unsafe _____.

b Where there is poor lighting in the workplace this is an example of an unsafe _____.

c When an accident occurs at work it may be brought about by a _____ of both an unsafe act and an unsafe condition.

d Lack of supervision and lack of training can cause unsafe working _____.

The answer to this self check is here in the following words, so you'll need to check out your answers carefully. a) Assuming that protective clothing had been supplied, then failure to wear it would be an unsafe act; b) Poor lighting in the workplace, on the other hand, is an example of an unsafe condition; c) As we saw in Activity 6, a combination of an unsafe act and an unsafe conditon can often bring about an accident so the word we wanted here was 'combination'; d) Conditions may not just be the physical circumstances in which you work. As we've seen, lack of supervision and lack of training can result in unsafe working conditions so 'conditions' was the word we were looking for here.

4 Dealing with accidents

So, what if an accident does occur?

As a supervisor, you are likely to be the person who is turned to for help immediately and you have to make sure that you act in the interest of the person hurt and of the company.

The company's responsibility doesn't end with getting the injured person off to hospital in an ambulance and you have an important part to play in establishing exactly what happened and why.

ACTIVITY 7
Time guide
6 mins

Suppose you are the supervisor who is immediately called to the scene in the following incident.

Jot down three things which you should do to deal with the accident quickly and efficiently.

Repairs are being carried out on the ceiling of your place of work. Suddenly a metal girder falls from the scaffolding to the floor and strikes one of your work team.

When you arrive he is bleeding heavily and is obviously shocked and in pain. Two other members of your workteam are with him and saw what happened. They immediately start to tell you about it and are quickly joined by one of the contractors who was working on the ceiling, he seems to have a different story.

A crowd gathers. Somebody starts to remove the fallen girder.

One of your workteam grabs the contractor by the collar and accuses him of being 'bloody careless!'

* _____

* _____

* _____

As supervisor, you would have a lot to do here. The first thing is

* to get medical help for the injured man

* note the names of witnesses - in this case the members of your workteam who were there at the time and the contractor

* make sure nothing is moved - so you would have to stop whoever was proposing to take the girder away

* let the safety officer know

* calm people down

* persuade them to go away and continue with their work.

You may also have included on your list of things you as supervisor should do in the event of an accident - REPORT THE ACCIDENT.

Whether the accident is minor or serious, a report on it can be very important. So let's look at that next.

5 Reporting accidents

Everybody at work should report accidents in which they're involved to their supervisor or manager who can then arrange for a proper record to be made of the accident itself. Every company will have an accident report form which must be completed in full.

ACTIVITY 8
Time guide
2 mins

Jot down what seem to you to be the reasons for this reluctance to report accidents. For instance, they may feel that a minor accident is not important enough to report

_____

_____

_____

Here are some possible explanations as to why not all employees report their accidents to their manager or supervisor.

* They may consider that the actual accident is too minor to merit being reported.

* They may consider that the accident is so minor if they were to report it their friends and colleagues would consider them 'soft'.

* They may consider that they would lose working time by actually reporting the accident.

Where they have had accidents previously

* They may consider that by reporting yet another. They may be thought to be clumsy or careless.

As a supervisor you must do your best to encourage members of your work team to report accidents that have occurred to them however minor.

You can't always tell at the time whether an apparently minor accident will turn out to be serious - for instance whether a minor injury may be more complicated than you supposed.

ACTIVITY 9
Time guide
3 mins

Look at these three instances of accidents at work. Write down why you think it was particularly important that the accident should be reported in each case.

a A member of your work team slips on the floor in the canteen. He isn't hurt, just shaken, but he tells you that he is the third person he knows of who has slipped in the same place.

* _____

_____

b Somebody's eye is hurt by the knotted end of a swinging rope. At the time it is sore but he can still see. Eventually, though, he loses the sight in that eye and can't do the same job any longer.

* _____

_____

c Your work team are doing a new job which involves handling sheets of glass. At the end of the first shift one of your work team shows you that his hands have several long cuts across the palms from carrying the glass.

* _____

_____

We will probably agree that the accidents should have been reported for the following reasons:

* So that nobody has a similar accident. Your employer may not realise that there could be a problem until several minor accidents of the same kind are reported.

* The injured person may want to claim compensation at some point and will not be able to do this unless the accident is reported at the time.

* So that the company is alerted to the need for special precautions.

Once an accident has been reported, the employer must keep a record of that accident.

EXTENSION 1
page 70

As a supervisor you may well be asked to complete such a record on your company's Accident Report Form.

SELF CHECK 2
Time guide
3 mins

Respond by completing each sentence with a suitable word or words

a Once an accident has occurred at work it must be _____ at once so that it can be recorded by an employer

b There are three reasons why accidents should be reported. These are

* _____
* _____
* _____

The answer to this self check is here in the following words, so you'll need to check out your answers carefully. a) I hope we can agree that the most suitable word to complete this statement is 'reported' - all accidents that occur at work must be reported. b) The three reasons for reporting accidents at work are firstly to help to prevent accidents. When accidents are reported within a company it can then be realised that there are problems as far as accidents are concerned. A company can then try to adopt prentative measures to deal with them. Secondly to enable compensation claims to be made. If an accident is not reported as having occured at work as soon as it happens it may be very difficult to prove at a later stage that it actually did. And when a claim for compensation is made it is vital that it be established that the injury occured at work. And finally, so that special precautions can be taken. Those accidents that have been reported may reveal a particular type of accident as having occured. A company can then concentrate on how to prevent them from occuring in the future.

6 Accident Prevention

Obviously everyone is happier if accidents can be prevented from happening in the first place.

Accidents may cost a lot of money - both to the employer and to the person injured - not to mention the cost in terms of physical and mental suffering.

Let's look at the employer's position first.

ACTIVITY 10
Time guide
3 mins

Spend a few minutes writing three of the ways in which an accident causes the employer to lose money.

* _____

* _____

* _____

Here are some suggestions as to how an accident at work may cause an employer to lose money:

* the time lost by an injured employee

* the time lost by other members of the workteam - like when a person may have to stop to assist an injured colleague

* the time lost by the supervisor - like having to take part in an accident enquiry, or having to train someone else to do the job

* damage to equipment

* cost of employee welfare benefits.

So we can see from this list that the cost to the employer goes further than just losing the services of the person injured and can easily amount to thousands of pounds.

Now let's have a look at the employee's financial position.

ACTIVITY 11
Time guide
3 mins

Jot down one way an employee may lose money as a result of having had an accident at work.

* _____

_____

Here are some suggestions as to how an employee may lose money as a consequence of having had an accident at work:

* he may not be able to go back to work at all - perhaps he is too badly injured - and therefore is not able to earn a living

* he may not be able to do his old job on return to work and may have to take a less demanding but lower paid job.

But the financial cost will only be part of his worries. Apart from any lasting physical effects, he may also suffer mentally and emotionally after an accident at work.

ACTIVITY 12
Time guide
3 mins

Jot down two of the worries a person might have after having had an accident at work.

* _____

* _____

Here are some suggestions as to the kinds of things that can cause a person to worry after having had an accident at work:

* the shock of the accident itself

* the nervousness about doing the job in the future

* the worry about loss of earnings and the effect this may have - like what it will do to the family.

So everything possible must be done to prevent accidents. But how?

It's not enough just to have safety equipment. Supervision, training and attitudes to work all contribute to accident prevention.

So:

We must have safe supervision. In other words it is your job to:

* ensure proper safety training

* ensure safe practices are being used

* ensure that people have the right attitudes and care about safety

ACTIVITY 13
Time guide
2 mins

Let's have a look at this incident.

Safety equipment is being introduced but the supervisor is doing nothing to encourage accident prevention. Jot down three things you think he does wrong in this situation.

The supervisor comes into the cutting and welding section, dumps a box of goggles in the corner and says to his work team:

'There's some goggles there. Use them if you want to - so long as you don't mind looking like a martian!'

* _____
* _____
* _____

These are my suggestions about what he's doing wrong.

* he hasn't inspected the workplace to satisfy himself that the hazard is being dealt with
* he doesn't give any training or guidance in the use of the goggles
* he doesn't encourage a positive attitude to accident prevention - in fact his remark about 'looking like martians' actually discourages it
* he doesn't introduce any rules about taking safety precautions - wearing safety goggles in this case.

So from this we can draw up a list of ways in which you can help to prevent accidents.

ACTIVITY 14
Time guide
2 mins

Fill in the missing words in the following statements

a _____ the workplace regularly to look for hazards

b Give everybody _____ so they can do their jobs more safely.

c Encourage a _____ _____ to safety.

d Lay down _____ about safety and make sure they are followed.

Well, quite possibly we've used different words for this activity but this is how I would have completed the four statements

* inspect - but 'check' would be equally suitable

* I don't think there's any alternative to the word 'training' here

* 'positive attitude' are the words I would use here

* 'rules' would complete this statement, but regulations is equally suitable.

7 Workplace inspection

We've just agreed that as a supervisor you have a responsibility to inspect your workplace regularly in order to protect the health and safety of the people under your care.

One way to do that effectively is to have a health and safety checklist, that is, a proper clearly set out list of things to look for, with enough space in that list to be able to make remarks about what you find.

ACTIVITY 15
Time guide
10 mins

On the following pages are three health and safety checklists, each with a different heading - eg Fire Prevention; Office Safety; Hygiene.

On each one, write three questions which could be asked under that particular heading on a health and safety checklist.

I have included an example of such a question on each of the checklists.

SAFETY CHECKLISTS

NAME OF SUPERVISOR ..... DATE AND TIME OF INSPECTION .....

CHECKLIST ON FIRE PREVENTION

ITEM	PLEASE TICK YES	NO	REMARKS
eg. Are all fire extinguishers accessible?			
22			23

CHECKLIST ON OFFICE SAFETY

ITEM	PLEASE TICK YES	NO	REMARKS
eg. Are the floors clear?			

CHECKLIST ON HYGIENE

ITEM	PLEASE TICK YES	NO	REMARKS
eg. Are overalls or protective clothing clean?			

On the following three pages I have included some typical entries. You can check some entries to these. In my checklist I have entered some remarks to give you some idea as to how checklist sheets can be used.

SAFETY CHECKLISTS

NAME OF SUPERVISOR ..... DATE AND TIME OF INSPECTION .....

CHECKLIST ON FIRE PREVENTION

ITEM	PLEASE TICK YES	NO	REMARKS
Are all fire extinguishers accessible?	/		
Are all fire alarm points clearly marked and unobstructed?	/		
Are all fire doors unobstructed?	/		
Are all sprinkler heads unobstructed?	/		
Are all fuseboxes in good order and locked?	/		
Has the fire alarm been tested recently?		/	According to records the alarm has not been tested for ten months
Are all highly flammable liquid containers marked flammable?	/		
Are all highly flammable liquid containers storred correctly when not in use?	/		

CHECKLIST ON OFFICE SAFETY

ITEM	PLEASE TICK YES	NO	REMARKS
Are the floors clear?	/		
Are the offices clear of equipment?	/		
Are the offices clean?	/		
Are the offices free from general waste paper?	/		
Are the tops of filing cabinets free from loose paper?	/		
Are entrance(s) clear and access through the office unobstructed?	/		
Are offices well ventilated?		/	Windows do not open and airconditioning system does not function
Are cables properly routed?	/		
Are power points free from damage?	/		

CHECKLIST ON HYGIENE

ITEM	PLEASE TICK YES	NO	REMARKS
Are overalls or protective clothing clean?	/		
Are washbowls clean?	/		
Is there sufficient hot water, soap and barrier cream in the washroom?	/		
Are clean towels provided?	/		
Are toilets clean?	/		
Are rest rooms clean?		/	Dirty cups and ashtrays. Waste paper and rubbish in lockers. Dirty tables and counters.

8 Work rules on Health and Safety

The way people behave at work is affected by company rules. To a large extent they know what they can and cannot do while at work. And there are bound to be rules on health and safety which, as a supervisor, you must ensure are carried out.

Rules vary from one company to another but many rules about health and safety are likely to be common to many businesses - for instance about smoking where there is a risk of fire.

ACTIVITY 16
Time guide
2 mins

Note down three examples of the rules on health and safety which affect the people at your workplace.

* _____
* _____
* _____

As I do not know what safety rules cover your workplace our examples may be different but I expect you will have covered some of these points:

* rules about smoking;
* rules about operating machinery;
* rules about drinking alcohol;
* rules about horseplay;
* rules about protective clothing;
* rules about hygiene observance;
* rules about sleeping on duty.

I hope we can agree that the safety rules we have just looked at are there for our own protection and the protection of others. So it is commonsense to make sure they are followed.

But the company will also have sanctions available to make sure that the rules are followed by disciplining those who have ignored them.

ACTIVITY 17
Time guide
1 min

Jot down two ways in which an employer can discipline non-compliance with health and safety rules.

* _____

* _____

An employer can apply any of the following disciplinary measures for non-compliance with health and safety rules:

* dismissal

* transfer to another section

* demotion

* suspension

* put a comment on their staff record

But is it sufficient just to try to bring about health and safety at work by having company rules which are backed up by some form of punishment?

ACTIVITY 18
Time guide
1 min

Fill in the missing word.

Enforcement of company rules alone is not enough to get people to act more safely they must be _____ to do so.

Now you don't need me to tell you just how difficult enforcement is to apply - so people must be encouraged (or something very close to it). Encouragement is something which has to be done on an every day basis - it can't be left until a spare moment when you feel in the mood.

ACTIVITY 19
Time guide
8 mins

Look at this incident

Mr Baines, site foreman for a building contractor, leaves his car. He has just picked up from the office a memo from the Managing Director congratulating the men on the fact that they have not lost a day through accident in the last quarter.

He is deep in thought thinking about a suggestion which one of his work team made for a safety harness to be used when working at a height. He doesn't realise, until he's fifty metres from his car that he's left his safety helmet on the back shelf.

He looks across the site and sees two of his work team aren't wearing safety helmets either.

There are four ways here in which the foreman can encourage his workteam to be safety conscious.

What are they?

* _____
* _____
* _____
* _____

The four ways the foreman can encourage his work team to be safety conscious are:

* he should pass on the Managing Director's congratulations. If the work team do follow the company's health and safety rules they need to be told every now and again how well they are doing

* he should pass on the suggestion about the safety harness to the safety officer. Any suggestions about improving health and safety from a member of the workteam should be acted upon

* he should go back to for his safety helmet. He can't expect his work team to be safety -conscious if he doesn't follow the rules himself

* he should tell his workteam to put them safety helmets on.

SUPERVISORS NEED TO BRING TO THE ATTENTION OF THEIR WORK TEAMS WHAT THE SAFETY RULES ARE AND WHY THEY SHOULD BE FOLLOWED AND THEY NEED TO DO THIS REGULARLY

9 Training and encouraging safety-consciousness

We've just looked at ways which the supervisors can use to encourage work teams to be safety-conscious but the responsibility for this also lies with the company.

THE MOST EFFECTIVE WAY THE COMPANY CAN MAKE PEOPLE SAFETY CONSCIOUS IS THROUGH TRAINING

* training can show people just what safety hazards there are attached to a person's job

* training can show people just how to work more safely

* training can cause people to think seriously about health and safety at work

In addition to training, there are other ways in which a company can make people safety conscious all the time they're at work.

ACTIVITY 20
Time guide
2 mins

Spend a few minutes thinking about how your company tries to make you safety-conscious.

Jot down two ways you can think of.

* _____

* _____

Here are some suggestions as to methods that could be used to try to get people interested in health and safety:

* producing a company news-sheet on health and safety for general distribution to employees

* leaving health and safety magazines in rest rooms for people to read

* giving employees an opportunity to get involved in health and safety problems at work - like having a suggestion box for health and safety suggestions

* having a workteam health and safety bonus - like providing a certain sum of money every fortnight to the members of the team who have had an accident-free fortnight

* leaving health and safety notices where they can be clearly seen.

Although these methods help to create a general awareness of safety, they do have their drawbacks.

Newsheets, magazines, suggestions boxes, health and safety bonuses and notices may just be ignored. But with health and safety training this is something that actually involves people. With training it can be seen that safety has some real relevance as far as the job is concerned.

SELF CHECK 3
Time guide
3 mins

Respond by completing each sentence with a suitable word or words.

a) A supervisor has a responsibility to inspect the workplace regularly and one way to do that effectively is to have a health and safety check _____.

b) There are many ways in which a person can be dealt with for not having complied with health and safety rules. Three of these are:

* _____
* _____
* _____

c) The most effective way a company can make people safety-conscious is to give them proper health and safety _____.

The answer to this self check is here in the following words, so you'll need to check out your answers carefully: a) Carrying out a health and safety inspection without having a detailed list of things to look for would not be very effective since the chances of leaving out something important would be very high, so the word we are looking for here is list. b) Ways in which somebody who has not complied with health and safety rules is likely to be dealt with are dismissal, transfer to another section, demotion, suspension, put a comment on their staff record - we listed these earlier in our unit. Dismissal would be for a serious infringement of company rules on health and safety and the rules themselves will state which infringements are dismissable offences. c) safety-consciouness is developed by giving people proper health and safety training, so training is the word needed here.

10 Ill health brought about through work

Up until now we have just been considering safety precautions to prevent accidents at work which tend to happen suddenly and unexpectedly.

But you may also work in a situation where, if safety precautions are not taken, your health is gradually damaged over a long period.

For example:

* a job where the body has prolonged exposure to dangerous chemicals

* a job where the body has prolonged exposure to too much dust and fumes

* a job where the body has prolonged exposure to too much noise

It isn't only accidents that we should try to prevent. We can also try to prevent ill-health caused through conditions of work, by insisting on certain safety precautions.

Quite what those precautions are will depend upon the job being done and will be laid down by the company.

Here are some suggestions as to the methods that could be used to try to prevent people at work being exposed to those dangers that can affect their health

* provide people with suitable protective clothing and equipment like gloves and masks

* make sure that enough breaks are provided in the working day to avoid constant contact with the known dangers

* implement ways of checking to see how great the known dangers are - like having a noise meter to measure the intensity of noise

* make sure that those people who are exposed to known dangers are medically examined on a regular basis so that the early symptoms of a problem can be dealt with

* make sure that people know the dangers involved in carrying out their jobs - like providing them with suitable health and safety training

As supervisor, it is your job to make sure that the safety precautions, laid down by the company to prevent ill-health, are actually carried out by your work team.

SELF CHECK 4
Time guide
1 mins

Respond to the statement that follows by writing TRUE or FALSE in the space provided.

Where a person is in the type of job that can cause health to gradually deteriorate, there would be no point in taking safety precautions.

_____

_____

_____

There are a number of ways in which it may be possible to prevent a person from having to suffer ill health as a result of undertaking the type of job that may cause it, so this statement is false. It may be very difficult to prevent ill health from occuring but we are compelled to take all reasonable steps.

11 Summary

All accidents are avoidable.

They are caused by unsafe acts or unsafe conditions or a combination of both.

If an accident occurs -

* get medical help
* make sure no evidence is moved unnecessarily
* report the accident whether anybody was hurt or not (it may prevent somebody being injured in future)

Help to prevent accidents by -

* encouraging proper use of safety equipment and always using it yourself
* training your workteam in safe ways of working
* encouraging a positive attitude to safety
* making sure health and safety rules are kept in your work area
* inspecting the workplace often using a health and safety checklist

Don't assume health and safety hazards may just cause an accident: look out for hazards, such as noise, exposure to dust or harmful chemicals, which may gradually damage health over a long period.

PART B THE HEALTH AND SAFETY AT WORK ACT

1 Introduction

We have been looking at the various ways in which accidents and ill health at work can be prevented, but is it sufficient simply to leave it up to the company and its employees as to whether or not preventative measures should be taken? The answer must be no! The reason is simple, not every company and its employees will be bothered about preventing accidents and ill health. This is where the law comes in. The Health and Safety at Work Act lays down rules about what a company and its employees must do to bring about health and safety at work. We are going to have a look at these rules.

So we will look at:

* What the company must do to bring about health and safety at work.
* What the employees of the company must do to bring about health and safety at work.
* The ways in which it can be assured that the rules contained within the Health and Safety at Work Act are being followed.
* The enforcement of the rules on health and safety at work.

Let's first of all have a look at the responsibilities of the employer.

2 The employer's responsibility for health and safety

You would expect an employer to be responsible for the health and safety of the people employed. What might not be so obvious is that he is also responsible for the health and safety of everybody who comes on the premises.

ACTIVITY 21
Time guide
2 mins

List two groups of people that an employer has responsibilities for, as far as health and safety at work is concerned.

* _____
* _____

Here is a list of people drawn from the Health and Safety at Work Act for which an employer has health and safety responsibilities:

* employees
* members of the public
* self-employed people - like people who come onto an employer's premises to do a job of some kind.

We can see from this that an employer's responsibilities for health and safety are very wide.

Let's have a look first at their responsibilities for employees.

ACTIVITY 22
Time guide
2 mins

Jot down two things employers must do to try and bring about the health and safety at work of their employees.

eg provide protective clothing

* _____

* _____

Here are some things that the Health and Safety at Work Act says about what employers must do to try to bring about health and safety at work:

* make sure that the workplace is organised in such a way so as to try to bring about safe ways of working - like providing protective clothing

* make sure that equipment and machinery are safe

* make sure that premises are safe - making sure that people's surroundings are safe and healthy like trying not to have too much dust in the air

* make sure that things are handled, stored and transported safely by giving proper training and supervision.

Let's look at the items on this list in more detail because they're all important.

2.1 Safe Ways of Working

ACTIVITY 23
Time guide
2 mins

Suppose you work in a light engineering factory. More machines are brought in to increase production so conditions are getting rather cramped.

If you are not careful you can get a shock from the static electricity on some of the machines.

One of the processes involves using a solvent which can irritate the skin if you work with bare hands.

Jot down two things the employer should do so that the workplace is safe:

* _____

* _____

Here are some suggestions as to how a workplace could be organised to bring about a safe way of working.

* Make sure that machines are not too close together when this is likely to cause a hazard

* Make sure that warnings and notices are provided when necessary

* Make sure that protective clothing is provided when necessary

* Make sure that there is a safe working procedure for each process and that everyone uses it.

2.2 Safe Equipment and Machinery

As well as the way in which you work it is also important that equipment and machinery is kept in a safe condition.

ACTIVITY 24
Time guide
2 mins

Jot down two ways in which you think an employer can try to make sure that equipment and machinery is safe.

eg make sure that regular checks are made

* _____

* _____

Here are some suggestions as to how an employer can attempt to make sure that equipment and machinery are safe:

* make sure that regular checks are made

* make sure that when they are told that something is not safe it is put right immediately

* make sure that things are only bought from a reputable supplier

* make sure that old and worn-out things are replaced.

2.3 Safe Premises

Although the equipment itself may be safe, the premises in which it is used may be a health and safety hazard.

ACTIVITY 25
Time guide
2 mins

Here's an example of some unsafe premises.

Jot down two ways in which you think they are unsafe.

The warehouse was next to the river. The cellars flooded regularly every winter and large cracks had appeared in the cellar walls. The building had been rewired before the war and there weren't really enough electric points. But the staff made do with a collection of multi-point adaptors and extension leads. The floors and staircases were the original ones so they were a bit worn and uneven in places. Still, there were some beautiful pieces of timber in the floors and doors. It's a pity it would all have gone up in five minutes if there had been a fire.

* _____

* _____

I hope that not many premises are as bad as this! But all premises need to be checked regularly to ensure that they are still safe and that the surroundings are safe and healthy. The main things wrong with this warehouse are:

* it looks as though the building is subsiding as a result of flooding

* the wiring is defective and overloaded

* floors and staircases are in a dangerous condition

* the building is not fire-proof

This would include checking things like:

noise control
temperature
ventilation
lighting
toilet facilities
washing facilities

2.4 Safe Handling, Storing and Transporting

We musn't assume that safety hazards are confined to the manufacturing of goods. Many industrial accidents happen when goods are being handled, stored or transported. This doesn't mean that only warehouse staff need worry - everybody who picks up or stacks a box is at risk even though it may not be very heavy.

ACTIVITY 26
Time guide
2 mins

Jot down three ways in which things can be handled, stored, or transported safely.

eg make sure that things are stacked properly

* _____
* _____
* _____

Here are some suggestions as to how things can be handled, stored or transported safely:

* make sure protective clothing is provided when necessary
* make sure that the right equipment and tools are provided when necessary
* make sure things are stacked properly
* make sure that things are properly tied down or packed
* make sure that proper training is given.

In this, as in so many other areas, proper training and supervision are extremely important if people are to learn how to do their work safely and efficiently, both for their own sakes and for the sake of everyone they work with.

2.5 Responsibilities for non-employees

We said earlier that employers are also responsible for the health and safety of other people on their premises apart from their employees.

ACTIVITY 27
Time guide
2 mins

Suppose you are a supervisor in a factory where highly inflammable goods are made and where protective clothing has to be worn in certain areas.

A party of visitors is going to look around the plant.

What special precautions would you take to ensure their and your safety?

* _____

* _____

I would take the following special precautions:

* make sure they know about possible dangers - like not smoking in the factory and leaving matches and lighters at the gatehouse

* make sure they are wearing protective clothing

* make sure they are properly supervised throughout

* tell employees to take special care.

As a supervisor the responsibility may rest upon you to make sure that visitors and self-employed people and employees of contractors working on your premises are safe, by making sure that the members of your workteam think about the health and safety of such people.

SELF CHECK 5
Time guide
4 mins

Respond by completing the statement with a suitable word or words.

1 There are five things an employer must, by law, do to bring about health and safety at work. These are to provide

* _____

* _____

* _____

* _____

* _____

35

The answer to this self check is here in the following words, so you'll need to check out your answers carefully: No matter how safely a person may want to work if the employer failed to organised the workplace in such a way so as to allow people to work safely, working safety would not be possible so the first item on the list is 'a safe way of working'; No matter how safely a person may want to work, if they are not provided with safe equipment and machinery, working safely would not be possible, so another item is 'safe equipment and machinery'; It is very important for an employer to make sure that company premises are safe since having unsafe company premises may help to cause accidents, so 'safe premises' should also appear on our list; 'Safe handling, storing and transporting' should be amongst the five things an employer must ensure. Failure to ensure any of these can result in accidents, most especially where dangerous substances are involved; Finally, 'proper training and supervision' should be on the list.

So far we've been looking at what the employer has to do to fulfil the minimum requirements of the law. But the law on Health and Safety at Work also encourages employers and employees to adopt ways of bringing about their own health and safety rather than just relying on what the law tells them to provide.

3 Personnel with special health and safety interest

Some of the ways in which the law says that people can bring about their own health and safety are:

* having a safety representative

* having a safety committee on health and safety

* having a full-time safety officer

This doesn't, mean that each person's individual responsibility for ensuring his own and other people's health and safety is in anyway reduced.

Let's have a look at each of the above ways in turn;

3.1 Health and Safety Representative

A health and safety representative is appointed by the employer on the recommendation of a trade union to ensure that the work place is kept healthy and safe and to represent the interests of the workforce in general. The number of representatives depends upon:

how many people are employed

how many different jobs they do

how big the workplace is

ACTIVITY 28
Time guide
1 min

Jot down one thing you think safety representatives need to do to carry out their job.

e.g. talk to people about any problems they may have on health and safety

* _____

_____

Here are some suggestions as to what health and safety representatives do to carry out their jobs:

* they may talk to people about any problems they may have on health and safety

* carry out inspections of the workplace to see whether there are any possible health and safety problems

* talk to employees about health and safety

* attend safety committee meetings on health and safety.

We can see from this list that being a health and safety representative isn't easy. In fact the law recommends that they should have been in the job for at least two years before being appointed. They have to be constantly on the look-out for possible health and safety difficulties and be able to contribute to discussions at a fairly high level. They are not, however, held legally responsible should they fail to deal with a particular health and safety problem.

ACTIVITY 29
Time guide
1 min

Bearing this in mind, what two groups of people are likely to become safety representatives?

* _____

* _____

Well, I would suggest that safety representatives are likely to be selected from among

* supervisors

* trade union representatives

* employees with a lot of interest in health and safety.

You can see that I mentioned supervisors as likely to be appointed as health and safety representatives. But is that necessarily a good idea?

ACTIVITY 30
Time guide
2 mins

Write down what you think might be one drawback in a supervisor being health and safety representative.

* _____

_____

Here are some drawbacks to supervisors being appointed as safety representatives:

* you could argue that as a supervisor is already concerned with health and safety at work it may be better to appoint another person - two heads are better than one

* as a supervisor is a representative of management the members of the supervisor's workteam may be unhappy about telling the supervisor all their health and safety problems.

Safety representatives can only do their job if they are kept informed about a variety of matters. These will include:

* information on the levels of dust

* information on the levels of noise

* information on the levels of fumes

* information on dangerous substances

* information on the carrying out of new work

* information on how often a workplace inspection can take place

* information on who else will come on the workplace inspections when they take place - like supervisors

and lots more information about their own specific workplace.

ACTIVITY 31
Time guide
1 min

Jot down one thing that can be gained by having a supervisor taking part in a workplace inspection with safety representatives.

e.g. the safety representative can rely upon the experience of the supervisor

* _____

_____

Here are some suggestions as to what may be gained by having a supervisor take part in an inspection with a safety respresentative:

* the safety representative can rely upon the experience of the supervisor and the supervisor can be satisfied that all is well from the point of view of health and safety

* in addition the company, by having a supervisor join the safety representative on inspection, is showing that management and employees do act together on health and safety

3.2 Safety Committees

Employers must set up a safety committee if they are asked to do so by their employees. A safety committee is made up of people with an interest in health and safety because of the nature of their job - eg the works doctor - and safety representatives.

ACTIVITY 32
Time guide
1 min

List two others who you think should be on a good safety committee.

* _____

* _____

Here is a list of people who would make good safety committee members:

* a safety officer

* a works engineer

* a safety representative

* a works doctor

* a company chairman or director.

It's important that a safety committee discusses the right issues and isn't sidetracked into spending time on irrelevant topics such as whether the tea-machine is working.

Here are some suggestions as to what things a safety committee should talk about:

* the health and safety rules of the company

* how people are trained in health and safety

* whether equipment and machinery is operating safely

* whether working conditions and surroundings are safe

* accident statistics for the workplace

Let's have a look at the last of these in greater detail - accident statistics.

Whenever accidents occur at work they are recorded.

The records will provide detailed information on such things as:

the nature of the accident

the job being undertaken

age, sex, job title of the person concerned and the length of employment with the company.

Such information may prove invaluable to a safety committee when they attempt to prevent further accidents and ill-health at work.

ACTIVITY 33
Time guide
8 mins

In the way that the members of a safety commitee will do, consider the accident statistic sheets that follow and jot down two health and safety problems the sheets bring to light.

e.g. that most accidents were minor in nature

* _____

_____

* _____

_____

DATE		ACCIDENT STATISTICS SHEET					PERIOD		
From	To								
23.03.84	19.04.84						5/84		
DATE OF ACCIDENT	DATE OF ENGAGEMENT	NAME & CLOCK NO. DEPARTMENT	SEX	AGE	OCCUPATION	DESCRIPTION OF ACCIDENT	NATURE OF INJURY	Absent (Days)	CODE
25.03.84	30.09.78	Joyce Clock No. Blownware Factory	F	41	Inspectress	Whilst inspecting glass in the Blownware Factory a flask causing injury.	Cut right forearm	6 i/a	1/14
09.04.84	10.01.84	Carol Clock No. Packing Dept	F	22	Packer	Whilst packing glass and using stapler machine she felt a pain in her neck.	Pain in neck	5	14
19.04.84	26.02.79	Judith C. Clock No. Deptford Dec' Centre	F	32	Packer	Whilst packing glass she developed pains in both arms and back.	C/O Pain in arm & back	10 i/a	14
26.03.84	13.10.80	Sheila Clock No. Deptford Dec' Centre	F	42	Packer	Whilst lifting glass from crate she strained her back.	C/O Back Strain	15 t/d	14
23.03.84	05.03.84	Irene Clock No. Packing Dept	F	35	Packer	Whilst packing glass a roll of shrink wrap material, standing on end, fell over and struck her foot.	Bruised right great toe	13 i/a	5

THIS SHEET IS CONTINUED ON THE NEXT PAGE:-

ACCIDENT STATISTICS SHEET

DATE From	DATE To	PERIOD
23.03.84	19.04.84	5/84

DATE OF ACCIDENT	DATE OF ENGAGEMENT	NAME & CLOCK NO. DEPARTMENT	SEX	AGE	OCCUPATION	DESCRIPTION OF ACCIDENT	NATURE OF INJURY	Absent (Days)	CODE
10.04.84	27.02.77	Anne Clock No. Deptford Dec' Centre	F	37	Inspectress	Whilst opening cartons to inspect contents she cut finger causing injury.	Very small cut to bend of small finger left hand.	2 t/d	1/14
03.04.84	18.07.77	John Clock No. Plant & Services	M	62	Steel Erector	Whilst walking outside of Steel Erector Shop he twisted his ankle.	Injury to right outer ankle.	9 t/d	14
23.03.84	23.02.84	Donald Clock No. Receiving Stores	M	25	Labourer	Whilst loading laundry onto trailer he caught his knee on edge of trailer.	C/O Pain right knee.	16 t/d	4
07.04.84	07.08.72	John Clock No. Transport	M	48	Driver	Whilst parking trailer at Deptford parking area he was jammed between the unit and adjacent trailer.	Fractures to right collar bone right arm and crushed left foot.	7 t/d	5
13.04.84	19.09.66	Gerald Clock No. Transport	M	39	Fork Lift Driver	Whilst loading pallets into trailer, in Pressware Factory, he felt pain in his back.	Pain lumbar region of back.	3 t/d	14

Here are some suggestions as to what the accident sheets bring to light:

* that most accidents were minor in nature

* that the packing of glass is a problem

* that the loading of things is a problem

* that people spend a lot of time off work for minor accidents

* that new members of staff have a lot of accidents.

It's clear from the list that new members of staff are particularly at risk. (Three had been with the company for less than three months.) So something should be done to improve their health and safety record.

ACTIVITY 34
Time guide
2 mins

Jot down two things that you think should be done to reduce the accident rate among new members of staff.

* _____

_____

* _____

_____

Here are some suggestions as to what could be done in an attempt to reduce the acdident rate amongst new members of staff:

* make sure they are given proper safety training

* make sure they are given proper job training

* see that they don't rush the job

* supervise them more closely than your experienced people

3.3 The Safety Officer

There is no legal obligation to appoint a safety officer but a court of law might consider that a large employer had not taken its health and safety responsibilities seriously if it did not have a full-time safety officer.

A safety officer is a person who is employed by the company to work either full or part time on matters of health and safety and who:

* carries out workplace inspections

* carries out accident investigations

But what must happen if a safety officer is to have any effect in reducing accidents?

ACTIVITY 35
Time guide
1 min

Complete the sentence with a suitable word or words:

When safety officers find a health and safety problem their recommendations for corrective action must be taken seriously by _____.

There is no point having a safety officer if management do not carry out their recommendations, so we could have used management to complete this sentence. Of course we could also have used the safety committee, or all concerned.

SELF CHECK 6
Time guide
2 mins

Respond to each statement that follows by writing TRUE or FALSE in the space provided.

a) It is a good idea to make supervisors safety representatives.

_____

b) Looking at accident statistics can be a great help to a safety committee when it comes to considering the types of accidents that occur.

_____

c) There is a legal obligation to appoint safety officers.

_____

The answer to this self check is here in the following words, so you'll need to check out your answers carefully. a) supervisors are already safety representatives so this statement is false since, on balance, it is better to bring in somebody else - "two heads are better than one"; b) by looking at accident statistic sheets a safety committee can get an idea about the kinds of accidents that occur and just who is likely to have them, so this statement is true. When they have this information they can then act upon it by implementing appropriate accident prevention measures; c) there is no legal obligation on the part of a company to appoint a safety officer, so this statement is false. But if they do not it would show that they didn't really have much of an interest in health and safety, and the courts would take this negative attitude into their considerations.

4 Information which employers must provide

As well as the responsibilities which we have looked at so far, the law also requires all employers with five or more employees to provide certain information about the provision they make for health and safety.

This must include three key statements

* a statement of policy
* a statement of organisation
* a statement of arrangements

4.1 A statement of policy

EXTENSION 2
Page 72

This is essentially a written statement of what the company intends to do to bring about health and safety and what they recognise as being their own and their employees' responsibilities.

ACTIVITY 36
Time guide
2 mins

What do you think is gained by an employer providing a written statement of his own and your responsibilities for health and safety?

*

We'll probably agree that a written statement of employee's and employers' responsibilities for health and safety means that employees will then know what they must do and what management will do to bring about health and safety at work.

Producing the statement also means that the employer has been forced to think through precisely what his responsibilities are.

4.2 A statement of organisation

EXTENSION 3
Page 73

This is essentially a written statement about which people within the company have specific health and safety responsibilities such as managers, supervisors and safety officers.

ACTIVITY 37
Time guide
2 mins

Write down why you think it is necessary for employers to provide information on the people who have a special responsibility for dealing with health and safety at work.

*

Here are some suggestions as to why information should be provided on those people who have special responsibilities for dealing with health and safety at work:

* so that these people know that they have more responsibility than someone else

* so that people at work know just who to talk to about a particular health and safety problem.

What does this mean for the supervisor?

Look at this example:

ACTIVITY 38
Time guide
3 mins

Suppose you supervise the cooked meats and cheese section in a large supermarket. Hygiene is important so there are clear rules about handling food - any cheese or meat which is not pre-packed must be picked up with tongs or a sheet of plastic film. But there's a knack to doing this which takes a while to master. There's also a number of knives and meat cutting machines which must be kept clean.

A new starter joins your workteam and has to deal with customers almost immediately. At the end of the day he cleans down the electric meat slicer and severely cuts his left hand.

The safety officer is called.

What two questions do you think the safety officer will ask you?

*

*

During the investigations of this bad accident the safety officer will ask a number of questions of you. Among them is likely to be:

* did you give proper training on the handling and cleaning of the knives

* did you give proper training on the use and cleaning of the meat cutting machines

* did you give extra supervision to this new starter

The safety officer would also ask many other questions about other matters, for instance hygiene, to check out your attitude to health and safety matters generally.

Whatever your job the responsibilities for health and safety that you have as a supervisor are the same as in this case:

* apply work rules on health and safety
* instruct new employees on how to work safely
* give extra supervision to new starters
* assist in accident investigations

4.3 A statement of arrangements

EXTENSION 4
Page 74

This is a statement of how the provisions for health and safety which the employer has outlined in the general policy statement are actually to be put into practice. It should make clear exactly what precautions are to be taken to ensure safe working and what should be done in the event of any accident or illness.

As a supervisor you must know just what arrangements had been made by your company to ensure your own and your workteam members health and safety.

Among those arrangements will be things like:

* What to do if there is a fire
* What to do if someone feels unwell
* What first aid facilities are available
* How to report an accident etc

SELF CHECK 7
Time guide
2 mins

Respond by completing each sentence with a suitable word or words:

a) Where an employer issues a written statement about the particular responsibilities of certain people within the company this is called a statement of _____.

b) Where an employer issues written statements about such things as what to do in the event of a fire, this is called a statement of _____.

c) Where employers issue written statements about their own responsibilities as far as health and safety at work is concerned this is called a statement of _____.

The answer to this self check is here in the following words, so you'll need to check out your answers carefully. a) an employer's written statement about the particular responsibility of certain people is called a statement of organisation; b) such things as what to do in the event of a fire would appear on a statement of arrangements c) a statement of policy would be an employer's written statement about their own responsibilities as far as health and safety at work is concerned.

As far as the Health and Safety at Work Act is concerned there is a legal obligation on the part of employers to issue such statements.

5 Employees' responsibilities for health and safety

We have been looking so far at the health and safety responsibilities of employers which you will probably agree are quite extensive. But not all responsibility rests with them.

The law places responsibilities on employees also for their own and other people's health and safety. So these responsibilities cover:

* other employees

* members of the public - like visitors

* self-employed people - like people who come on to an employer's premis to do a job of some kind.

Let us look first of all at our responsibilities for ourselves.

ACTIVITY 39
Time guide
2 mins

Suppose you work for a demolition contractor. Your work may involve you having to work at a height on the outside of buildings and, obviously, in the nature of the job, there will be falling masonery and trecherous conditions underfoot.

What kinds of precautions should you take to ensure your own safety?

_____

_____

_____

We should be able to agree that in this instance you should: wear protective clothing - probably a safety helmet and safety boots; use the right equipment in the right way; use proper safety precautions provided - such as a safety harness.

In the example we have just looked at we were only considering the sorts of things you have to do for your own safety.

But of course many of your actions can affect the health and safety of the people you work with.

ACTIVITY 40
Time guide
2 mins

Think about your own place of work and jot down two examples of how members of your workteam could risk their own and others' health or safety if they were not safety-conscious. (You don't have to work in manufacturing industry to work in a potentially dangerous environment. Offices and shops can be dangerous places too.)

* _____

* _____

I don't know what your job is but the following suggestions are very common ways in which people's health and safety is put at risk:

* emptying a fire bucket filled with sand and using it to transport liquids and materials

* removing guards from machines

* taking down notices on health and safety or covering up such notices with other notices of a different kind

* causing fire doors to stay open by placing objects underneath or against the doors

* leaving things on the floor which may cause people to trip and fall

* cluttering up gangways etc

Under the law you're expected to do more than just avoid doing things which are wrong or dangerous. You are also required to take reasonable care of the health and safety of others.

ACTIVITY 41
Time guide
1 min

Jot down one example as to how you think an employee may fail to exercise a duty to take reasonable care of the health and safety of others.

* _____

_____

Here are some suggestions as to how an employee may fail to take reasonable care of the health and safety of others:

* by indulging in horesplay or playing practical jokes upon other work team members
* by failing to warn work team members and members of the public that they are in some danger - like not telling a visitor that a walkway is slippery when it is known to be
* by refusing to take proper safety precautions laid down by the employers not only for an employee's benefit but for the benefit of others
* smoking at work when this is prohibited in case it starts a fire.

There are many, many more such examples.

Asking people to take reasonable care of the health and safety of others means tht you are asking them to be continually safety-conscious - to think of dangers before they happen.

This attitude of mind can be difficult to maintain in your work team. There are all sorts of reasons why people may fail to cooperate.

ACTIVITY 42
Time guide
3 mins

Look at this example.

In a particular factory, where there is a lot of dust present in the atmosphere, protective face-masks are supposed to be worn.

When they were first introduced, there was an article in the house magazine and the production manager came round to see what the reaction to them was. Some suggestions for their improvement were made but the manager never seemed to follow these up. He certainly never mentioned them again on the shopfloor.

Masks are supplied each day and one is supposed to last all day but, in practice, they become damp and limp after a few hours' use and aren't much use towards the end of the day.

People tend to take them off to talk or when they get hot and then forget to put them back on. Some people have given up wearing them altogether but nobody has said anything about it.

Jot down two reasons why, in this situation, the employees are failing to cooperate in wearing protective masks.

* _____

_____

* _____

_____

I think employees in this case would fail to cooperate in wearing masks for the following reasons:

* they might feel that there is no need for them to cooperate since the employer doesn't appear to be genuinely interested in health and safety and that the introduction of the masks was just window dressing

* they might feel that the masks weren't very well designed and weren't suitable for the purpose so it was pointless wearing them

* if the rule about wearing masks is not enforced then people may reasonably feel that it can't matter very much.

As a supervisor it will be up to you to ensure that this sort of attitude doesn't develop amongst your workteam and that they are constantly aware of the need to protect their own and other people's health and safety.

But the law accepts that everybody, employers and employees, can only do so much to bring about health and safety at work. It is an area where we can never guarantee having done quite enough.

But can these people who must do certain things to bring about their own or other people's health and safety ever have any excuses for not doing so?

ACTIVITY 43
Time guide
1 min

Fill in the missing word.

The Health and Safety at Work Act gives people the right to have "excuses" - it only expects people to do all that it is _____ for them to do to bring about health and safety at work.

The Health and Safety at Work Act only expects those people who are able to bring about health and safety at work to do all that is reasonable in order to do it. Of course what is reasonable is often a matter of argument. Look at our next activity for example:

ACTIVITY 44
Time guide
3 mins

A businessman who employs 10 people considers buying some dust and fume extracting equipment.

It would cost about £10,000 and his annual turnover is only £100,000 so it would be very considerable outlay.

Installing the equipment would take three days during which production would have to stop.

The equipment he has in mind would have to be checked daily by one of the employees. In the past an attempt to monitor noise levels in the factory had to be abandoned because he couldn't get anyone to take on the responsibility effectively.

He decides not to purchase the equipment.

Write down two reasons for his decision:

* _____

_____

* _____

_____

We are not to know precisely the reason why in this case but one of his understandable reasons would be:

* cost - £10,000 is an awful lot to pay when his turnover is only £100,000

* inconvenience - his business would be badly disrupted when the equipment was installed

* lack of cooperation - there wouldn't be any point having a system installed which his employees wouldn't use properly.

But when an employer makes an "excuse" for not being able to do all that might have been done, then the "excuse" must be a good one if that employer wants to avoid breaking the law.

ACTIVITY 45
Time guide
3 mins

Write down whether you think decisions based on cost, inconvenience, and lack of cooperation amongst employees, in the case in Activity 44 are reasonable or unreasonable.

Cost: * _____

Inconvenience: * _____

Uncooperative employees: * _____

Here are some comments against each item.

Cost

Ensuring healthy and safe work situations may indeed be a very expensive business. If the expense involved is so great so as to eat into the profits or funds of the employer then it may be resonable for an employer to cut back on health and safety provision. In this case it does seem reasonable - though we may not agree.

Inconvenience

Putting forward a decision based on inconvenience would seem to be a little unreasonable. But if the loss of three days production might put him out of business then this decision could be considered reasonable.

Uncooperative employees

To argue that there is no point in trying to bring about a healthy and safe work situation because it isn't something employees want, does seem to be a little unreasonable. A lot would depend, however, upon how hard an employer tried to make employees interested in health and safety. If an employer tried very hard indeed but without success, then this may be a protection against legal penalties should an accident occur or should the workplace or practices be somewhat unsafe. After all management are considered to have the right and duty to manage.

SELF CHECK 8
Time guide
3 mins

Respond by completing each sentence with a suitable word or words.

a) Employees are not only responsible for their own health and safety, and that of their working colleagues, they are also responsible for the health and safety of members of the _____.

b) Employees are not only responsible for their own health and safety, they are responsible for the health and safety of people who are self _____.

c) Where employees refuse to take proper safety _____ laid down for their benefit they may be putting not only themselves but other people at risk.

d) There are three arguments that an employer may put forward as to why not enough health and safety measures were taken. These are

* _____

* _____

* _____

The answer to this self check is here in the following words, so you'll need to check out your answers carefully. a) public - employees and employers are responsible for the health and safety of everybody on or near the work premises and this includes members of the public; b) employed - self-employed people, for example contractors, who come on the premises are also the responsibility of the employees and employers as far as their health and safety are concerned; c) precautions - to fail to take proper safety precautions is a very unreasonable thing to do since the chances of being injured through some sort of accident are greatly increased for those people who don't take all the necessary precautions; d) the arguments an employer is likely to put forward for not taking enough health and safety regulations are cost, inconvenience and lack of cooperation. Although the law imposes health and safety obligations upon an employer it recognises that health and safety at work is not always easy to achieve, and that as such there may be very real reasons why not every precaution was taken to bring it about.

6 Summary

The Health and Safety at Work Act says

EMPLOYERS MUST:

* make sure the workplace is organised in a way which will bring about safe ways of working
* make sure equipment and machinery are safe
* make sure premises are safe
* make sure things are safely handled, stored and transported safely by giving proper training and supervision

People with special responsibilities for health and safety are:

Safety representatives - appointed by the employer on the recommendation of a trade union to represent the workforce

Safety committee - set up by the employer at the request of the employees and including everbody with a particular health and safety involvement resulting from their job

Safety officer - appointed by the employer to inspect the workplace, investigate accidents, maintain and update safety measures, provide safety training

EMPLOYERS MUST PROVIDE THESE STATEMENTS:

* a statement of policy - what they will do the ensure health and safety
* a statement of organisation - who is responsible
* a statement of arrangements - how it will be done

EMPLOYERS MUST:

* do all that is reasonable to take care of their own and others' health and safety. This includes:

  other employees
  members of the public
  self-employed people working in you workplace

Possible reasons for not taking maximum precautions are

  cost
  inconvenience
  lack of cooperation from employees

but each case would be examined on its own merits.

PART C ENFORCEMENT OF THE LAW

1 Introduction

Having rules about health and safety is all very well but how can we be sure that they are being followed - by employers and employees alike?

By having someone who has legal powers to make sure that they are. These people are called Health and Safety Inspectors and each of them specialises in a particular area - such as factories, mines, quarries.

2 The powers of the Health and Safety Inspectorate

The powers that inspectors have include:

* the right to enter any place, any time, where it is considered that there are dangers to health and safety.
* the right to be accompanied by a policeman or doctor
* the right to enquire into the circumstances of accidents
* the right to demand facilities and assistance from anyone
* the right to search premises
* the right to require the production of books and documents
* the right to make tests
* the right to remove samples

Inspectors can enforce the law on health and safety:

EXTENSION 5 Page 76

* By stopping people doing certain things until they are put right - such as where the inspector issues something called a prohibition notice.

EXTENSION 5 Page 76

* By giving people a certain time within which to put things right - such as when the inspector issues something called an improvement notice.
* By taking people to court for failing to do what they should do as far as health and safety at work is concerned.

ACTIVITY 46
Time guide
1 min

Jot down what you think the difference is between prohibition notices and improvement notices.

* _____

_____

_____

_____

The difference is that a prohibition notice means you have to stop using that piece of equipment immediately but an improvement notice allows you some time to put it right.

A prohibition notice would be issued for something really serious - like a machine operating without a guard. An improvement notice would be issued where something isn't seriously wrong and there isn't a high risk of anyone's health or safety being affected, but where there is some risk.

But is there nothing an employer can do when faced with a notice from an inspector that is considered to be unjust?

ACTIVITY 47
Time guide
1 min

Fill in the missing word.

An employer who disagrees with an improvement or prohibition notice may make an _____ to an industrial tribunal in an attempt to have it withdrawn.

EXTENSION 6
Page 79

The legal term which would be used is 'appeal' but complaint, protest or representation would do as well. Industrial tribunals can hear appeals on improvement or stop notices.

But on what grounds can an appeal be made against a prohibition notice or an improvement notice?

Essentially the grounds are:

cost or difficulty of making the recommended improvements

OR when disagreeing with the inspector's expert opinion and have another expert to support the alternative.

Here's an example of a company appealing against a prohibition notice.

ACTIVITY 48
Time guide
5 mins

The prohibition notice has been put on a cutting machine which is running without a guard.

The guard was removed to enable the machine to cope with an oversize job which was successfully completed. When the guard was removed, the electronic cut-out mechanism, which would normally stop the machine running without the guard, was damaged.

The manufacturers of the electronic components for this particular machine have gone out of business and it will take some time to find a suitable alternative. The company are making every effort to seek an alternative.

To have a cut out mechanism made specially would be very expensive.

The company appeals against the prohibition notice on the grounds of cost and difficulty.

Do you think their appeal would be successful?

* _____

_____

_____

Cost may well be a problem. Putting matters right may be a very expensive business and there may just not be the funds available. Even so, where there has been a serious infringement of the law the expense of putting it right shouldn't really enter into it. So I think their appeal would be unlikely to be successful.

When a prohibition notice is issued, it is known that it will take some time to put it right. No allowance is made for the degree of difficulty the company may have in putting the machine to rights. So this appeal would almost certainly be dismissed.

We can see from this that it is extremely difficult to make a successful appeal against a prohibition notice even though there are grounds for appeal. The same is true for an improvement notice.

EXTENSION 7
Page 79

A similar case to this is dealt with in the film 'I was only doing my job'.

When an appeal has been lost, there is nothing further an employer can do. It may be tempting to ignore the notices altogether but there would be no point in doing this, since an inspector can prosecute anyone in a court of law for failure to comply with a prohibition notice or an improvement notice.

But it isn't just failing to comply with such notices that results in prosecution under the Health and Safety at Work Act.

ANY PERSON WHO FAILS TO COMPLY WITH A REQUIREMENT LAID DOWN BY THE HEALTH AND SAFETY AT WORK ACT, CAN BE PROSECUTED BY ANINSPECTOR IN A COURT OF LAW

This means, employers and employees alike can be prosecuted.

But what may the court do to a person who has been found to have broken the law on health and safety at work?

ACTIVITY 49
Time guide
1 min

Respond by completing the sentence with suitable words:

When a person is taken to court by an inspector, and found guilty of breaking the law on health and safety at work, the court can either insist that a person pay a _____ and or send that person to _____.

The words we use to complete the sentence shows the powers of the inspector, they are fine and prison. The courts have the power to fine and imprison people for failing to comply with the Health and Safety at Work Act.

SELF CHECK 9
Time guide
2 mins

Respond to the statements that follow by writing TRUE or FALSE in the space provided.

a) Health and safety inspectors must give notice to a company before they enter any premises owned by the company.

_____

b) When a prohibition notice or improvement notice is issued by a health and safety inspector it is left up to the company to decide whether to follow them or not.

_____

c) When a health and safety inspector decides that someone has broken the law on Health and Safety at Work the inspector can prosecute them in a court of law.

_____

The answer to this self check is here in the following words, so you'll need to check out your answers carefully. a) Health and safety inspectors can enter premises at anytime without warning so this statement is false. When you think about it, if people knew that they were coming they might be tempted to put certain common dangers temporarily right until the inspector was gone. So, by not announcing themselves inspectors can catch people out; b) Notices must be complied with so this statement is false. The company has no degree of choice about following up what the inspector has determined; c) In law inspectors can prosecute people who have failed to comply with the law on health and safety at work, so this is a true statement.

3 Summary

Laws on Health and Safety are enforced by:

* The Health and Safety Executive - has wide-ranging powers to inspect, investigate, make tests and take samples and documents from business premises.

* Health and Safety inspectors can
  - stop a process until it meets required safety standards by issuing a STOP NOTICE.
  - give a company a certain time to put safety matters right by issuing an IMPROVEMENT NOTICE.
  - prosecute people for failing to meet health and safety standards.

* Employers can appeal against an inspector's decision to an Industrial Tribunal on the grounds of:

  cost or difficulty in making the recommended improvements disagreeing with the inspector's opinion and being able to provide a <u>different</u> expert opinion.

PART D PERFORMANCE CHECKS

End Checks

Time guide
60 mins

You may now review your understanding of the unit as a whole by completing this group of questions. DON'T GUESS THE ANSWERS - if you're not sure, flick back into the unit and check before responding.

If you are still unsure put a question mark against your response before proceeding.

TRUE/FALSE

Respond to each statement by writing TRUE or FALSE in the space provided

1 Accidents at work are unavoidable. _____

2 Where an accident occurs at work and someone has only received a very minor injury, there would be no need to report it. _____

3 Workplace inspections must take place regularly. _____

4 The way people behave at work is affected by company rules. _____

5 The best way for a company to get its employees interested in health and safety is to produce a company news-sheet on health and safety for general distribution. _____

6 Employers are only responsible for the health and safety of their employees. _____

7 Where an employer organises the workplace in such a way so as to ensure that machines are not too close together when this is likely to cause a hazard makes for a safer way of working. _____

8 There is no difference between a safety representative and a full-time safety officer. _____

COMPLETION

Respond by completing each sentence with a suitable word or words.

9 Health and safety representatives are appointed on the recommendation of _____.

10 Employers must provide written statements on _____, _____ and _____.

11 The Health and Safety at Work Act expects people to do as much as is _____ to protect health and safety.

12 A _____ notice is issued when an inspector considers that there is an imminent danger of somebody's health and safety being affected.

13 A _____ notice is issued when an inspector considers that there is a risk, but not a high one, of anyone's health and safety being affected.

14 Under the Health and Safety at Work Act, any person who fails to comply with any requirement laid down by th Act can be _____ by an inspector.

15 If they consider there is a danger to health and safety, inspectors have powers to enter premises, accompanied by a _____ or a _____.

16 An improvement notice allows an employer _____ to put matters right.

MULTIPLE CHOICE

Respond to each question by putting a tick against the ONE answer which is most correct.

17 An example of an unsafe act is

(a) not using protective clothing

(b) not having proper lighting

(c) not having proper ventilation

18 An example of unsafe working conditions is

(a) not using safety devices

(b) badly maintained equipment, machinery or tools

(c) using unsafe or faulty equipment

19 The first thing to do when you discover that a member of your workteam has been injured at work is:

(a) note the names of witnesses

(b) let the safety officer know

(c) calm people down who are at the scene of the accident

(d) get medical help

20 The best way to get people interested in health and safety is

(a) to have a company suggestion box for health and safety suggestions

(b) to have a workteam health and safety bonus

(c) to produce a company newsheet on health and safety

(d) to give people health and safety training

21 By issuing protective clothing an employer is trying to make sure that

(a) premises are safe

(b) equipment and machinery are safe

(c) things are handled, stored and transported safely

(d) safe ways of working are brought about

22 Which of these matters should not be discussed by a safety committee

(a) the health and safety rules of the company

(b) accident statistics for the workplace

(c) the problems connected with the workings of the tea making machine

(d) how people are trained in health and safety

23 An employer's policy statement on health and safety will specify

(a) what should be done in the event of any accident or illness

(b) state the health and safety responsibilities of certain people within the company

(c) state what the company recognises as being their own and their employees responsibilities as far as health and safety at work is concerned

24 An improvement notice is issued when an inspector wishes to

(a) enquire into the circumstances of an accident

(b) stop people doing certain things until they are put right

(c) give people a certain time within which to put things right

END CHECK - Checkout

Audio Tape Side 2 Time guide 35 mins

The answers and explanations for these End Checks are on Side 2 of our Audio Tape. Have your responses with you as you play this tape. As you listen you can check out how well you have done and make notes as you proceed.

2 Tutor Check

Time guide 60 mins

Read through this case incident, then deal with the accompanying questions.

The Dirt and Grime Co Ltd specialises in the production of castings. It employs some three hundred and twenty employees. Safety has always been a serious problem, because of the dangerous nature of the work, and because of the attitude of employees towards the wearing of safety equipment provided by the company. The employees have a traditionally strong dislike of wearing safety goggles when doing their work. Many do not wear the safety boots provided, though there is, in general, a greater willingness to use protective footwear than to wear goggles.

During the last twelve months the accident rate has increased significantly, especiallly amongst new employees. The company has therefore decided to tighten up on safety in general. The works manager has taken it upon himself to deal with the problem. As he considers that the main cause of the poor accident record is based upon the employees' unwillingness to wear safety clothing he decides that he must make them more willing to do so. He attempts to do this by altering the works rules so as to make the wearing of safety equipment compulsory. Failure to comply on the part of employees will now result in their instant dismissal.

He calls all the supervisors together and explains that he wants all employees to be told that after one week they would be liable to instant dismissal for any failure to wear gloves, goggles and safety boots provided by the firm. The supervisors explained that they would have great difficulty in enforcing this policy in view of the traditional reluctance of the workers to wear safety equipment, and they privately expressed doubts about the wisdom of such a sudden change of procedure by senior management.

During the week before the full scale enforcement of the wearing of safety equipment, the company obtained additional safety equipment notices. However, information explaining where the equipment was to be located was not provided.

The supervisors encountered considerable difficulty in attempting to enforce the company rules on the wearing of safety equipment, in particular the goggles. The employees complained that they had tried to wear the safety goggles, but they were very uncomfortable, they soon misted up, were too tight on their facial skin causing them to perspire and suffer skin rashes, did not allow satisfactory vision. Above all, they complained, they slowed down progress, causing a loss of earnings. The supervisors responded to these complaints by doing their utmost to persuade the men to wear the goggles, but they did not take any disciplinary action against defaulters under the works rules, especially as they didn't wear safety equipment themselves.

The works manager reviewed the safety measures after the first week of full enforcement, and conceded that the supervisors were in a difficult position. He therefore informed them that they did not have to apply the works rules too vigorously against defaulters.

Two serious accidents did however occur some two weeks after this decision. One of the accidents caused severe burns to a mr Ivor Chance's foot when molten metal splashed on to it. At the time of the incident Mr Chance was not wearing his protective safety boots as he ought to have been. The other accident occurred when young Stanley Stern was pouring molten metal into a guide leading to a machine. He was not wearing goggles and the metal splashed out of the guide and burned his eyes. As a result, he became blind.

You only need to write ONE or TWO sentences against each question.

1 What else could the company have done in their attempts to reduce the accident rate within the company?

2 Has the company actually broken the law as laid down by the Health and Safety at Work Act?

3 Have any employees actually broken the law as laid down by the Health and Safety at Work Act?

4 What powers would a factory inspector exercise when called in to investigate the accidents.

Send to tutor

Now get your answers to your study tutor either by post or handing it over personally. You will receive your tutor's assessment and comment back through the post as soon as can be managed.

3 Work based Project

Time guide 60 mins

Earlier in the Unit we considered a number of ways of preventing accidents occurring at work. One of these concerned itself with workplace inspections carried out through a health and safety checklist.

Get a copy of any health and safety checklist produced by your organisation and by using one appropriate section carry out a health and safety inspection in your department. After checking each item on the list comment briefly on whether or not it is up to standard. If your organisation has not produced a health and safty checklist for your section use the checklist provided as a response to activity 14.

Send to tutor

Now get your answers to your study tutor either by post or handing it over personally. You will receive your tutor's assessment and comment back through the post as soon as can be managed.

PART E UNIT REVIEW

1 Return to objectives

Having completed your work on this unit let's review how you feel about each of our three opening objectives. I'll repeat them here and add comment.

You should be better able to:

* **UNDERSTAND HOW THE LAW AFFECTS HEALTH AND SAFETY AT WORK**

You should now be well aware that the law is involved in matters of health and safety at work. The Health and Safety at Work Act 1974, as we have seen, lays down the way in which employers and employees alike must attempt to secure their own health and safety by self regulation. We have also seen, however, that this Act does not simply rely upon the parties themselves adopting their own ways of dealing with health and safety at work, but that the law expects employers and employees to have a general regard for their own and one another's health and safety. If you now know how the law can affect health and safety at work then you have achieved this objective.

Now to our second objective -

You should now be better able to

* **LIST THE VARIOUS METHODS AVAILABLE TO REDUCE WORK RELATED INJURIES**

We have considered the consequences that can arise through an accident at work resulting in injury. Such consequences demonstrate the urgent need for the implementation of suitable methods of accident prevention. Of all the methods that we have examined we have realised that some are more effective than others in reducing work related injuries - proper training and good supervision. If you now know what these methods are, and why they are more effective than other methods, then you have achieved this objective.

Now to our third objective -

You should now be better able to

* **UNDERSTAND THE ROLE OF A SUPERVISOR IN RELATION TO HEALTH AND SAFETY AT WORK**

You should now be well aware that as a supervisor you play a very important role in the health and safety of all those people at work that you are responsible for. We have seen that as management's represenative on the spot, you have a direct responsibility for ensuring that the members of your section obey the law by having regard to their own and other people's health and safety. We have also seen that good supervision and effective training help to reduce accidents - as a supervisor you play an important role in bringing about both. With this improved understanding you will have achieved this objective.

2 Extensions

EXTENSION 1 Accident report form - your company will have their own accident report forms, and as a supervisor it may well be your responsibility to complete such a form should an accident occur in your section. You should make yourself familiar with the contents of these forms - you may be called upon to use them. An example of an accident report form used by a company's legal advisor in legal action arising from an accident or some incident where fortunately no one was injured, is shown here:

CONFIDENTIAL: This document is for the use of the Company's legal advisors in litigation arising from this accident or occurrence.

---

1 Employees' particulars: Full Name (Block Capitals): _____

Address: _____

_____

Clock No: _____ Job _____ Date joined Company: _____

Marital Status: _____ Usual Occupation: _____

2 If person not under our direct employment, state: Full Name (Block Capitals):

_____ Address: _____

_____

3 Particulars of accident: Date: _____ Time: _____ Department: _____

Time Treated: _____ Time sent to *Hospital/Home/Back to work: _____

Hospital Transferred to: _____ *Detained: YES/NO

4 State as accurately as possible nature of injury (state left or right):

_____

5 State fully the treatment rendered: _____

_____

6 By whom treated: _____

7 Particulars of witnesses: Full Name (Block Capitals): _____

Address: _____

8 If no witness, who was first informed, name: _____

_____

9 Description of accident: _____

_____

10 What specific *Job/Activity was employee doing at time of accident: _____

_____

1 Exact location: _____ If Machine, No and Type: _____

2 Was employee authorised or permitted to perform this duty at time of accident *YES/NO

3 Was employee authorised to be in that place at time of accident *YES/NO

4 If employee resumed work after accident state time of finishing shift: _____

5 Was accident caused by machinery? *YES/NO

(a) Was machinery in motion? *YES/NO

(b) Were all guards in position? *YES/NO

(c) If Yes to (a) state reason why: _____

If No to (b) state reason why: _____

6 Date ceased work: _____ Time: _____

7 Was accident caused by action of some other person or person (if so state below):

Full Name (Block Capitals): _____ Clock No: _____

By whom employed: _____ Department: _____

_____

Signature of: Medical Department: _____ Date: _____

Supervisor: _____ Date: _____

Manager: _____ Date: _____

Safety Officer: _____ Date: _____

_____

PLEASE RETURN THIS FORM TO THE SAFETY OFFICER AS SOON AS IT IS COMPLETED

* Delete not necessary

71

EXTENSION 2 General policy statement - the purpose of such a statement is to declare the overall intention of the employer to safeguard the health and safety of his employees whilst at work.

Example of a general policy statement.

ENGINEERING COMPONENTS LIMITED

Hybrid Works Long Lane Huddersbury

HEALTH AND SAFETY AT WORK ACT 1974

GENERAL POLICY STATEMENT

1 The board of directors of this company regards the promotion of health and safety measures as a mutual objective for management and employees at all levels.

2 It is therefore this company's policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards including the public insofar as they come into contact with the company or its products.

In particular this company has a responsibility:

* to provide and maintain safe and healthy working conditions taking account of any statutory requirements

* to provide training and instruction to enable employees to perform their work safely and efficiently

* to make available all necessary safety devices and protective equipment and to supervise their use

* to maintain a constant and continuing interest in health and safety matters applicable to the compnay's activities, in particular, by consulting and involving employees or their representatives wherever possible.

4 Employees have a duty to cooperate in the operation of this policy:

* by working safely and efficiently

* by using the protective equipment provided, and by meeting statutory obligations

* by reporting incidents that have led or may lead to injury or damage

* by adhering to company procedures, jointly agreed on their behalf, for securing safe workplace

* by assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.

Signed

Chairman/Managing Director Date

EXTENSION 3 Details of organisation - the purpose of describing the current organisation at the workplace is to show how health and safety controls are achieved through people employed at various levels in the work situation.

Example of a statement of organisation.

ORGANISATION

The following shows how the company is organised to deal with health and safety matters (included if this materially assists in informing employees where the line of authority lie).

The managing director is answerable to the board for the safety performance at Hybrid Works.

Managers and immediate staff have special day-to-day responsibilities to ensure that the health and safety ARRANGEMENTS are being applied effectively. They review accident reports and progress action where appropriate. In the case of new operations, they liaise with the safety adviser to ensure that all proper safety precautions have been taken. They give personal leadership and carefully integrate safety with production, cost and quality. Regular safety meetings with their staff are a feature.

Supervisors apply the established works safety rules and procedures. They investigate all accidents reported to them under the company produced to determine their cause and initiate remedial action. Instructing new employees, making frequent safety inspections in their areas of responsibility and the taking of prompt corrective action are essential. To impart to employees the understanding that accidents can be prevented is an important part of thier work.

The safety adviser has the function of helping operating managers, supervisors and workpeople to meet their various responsibilities for safety.

A more detailed description of works procedures is set out in the Personnel Manual available in the personnel office for any employee to study.

EXTENSION 4 Statement of arrangements - the purpose of such a statement is to reflect the way in which the general policy statement is put into effect in practice. Together with the organisation it should show how everybody is involved in accident prevention so as to recognise personal responsibilities.

Example of a statement of arrangements.

ARRANGEMENTS

1 What to do in CASE OF FIRE is covered by separate instuctions posted in all workshops and offices: special fire risks are given on separate notices and 'No Smoking' rules must be obeyed where they are displayed.

2 A system is in operation which requires the reporting by employees of ALL ACCIDENTS resulting in personal injury: this is followed by an investigation to determine the cause of the accident so as to remedy any faults; summaries of injury performance for the factory are provided regularly.

3 There are arrangements whereby FIRST AID is given quickly to people injured on the premises and emergency situations, incorporating the use of outside medical and fire services, are made known by separate published instructions.

4 Employees who are FEELING UNWELL, possibly because of their work, are able to consult the works medical adviser on a confidential basis. Information on materials which may be thought to be potentially harmful to health, is covered by the procedure given in 12 below.

5 Arrangements are in force to MONITOR THE ATMOSPHERE of certain work areas: details are available from the medical adviser or departmental heads. Other processes involving the use of potentially harmful substances are carefully assessed against current HYGIENE STANDARDS and the necessary precautions instituted after consultation with those employees concerned.

6 INSTRUCTION of workpeople in safe working methods and the maintenance of these methods are amongst the duties of supervisors: they also initiate any steps necessary to improve unsafe conditions.

7 The TRAINING OF EMPLOYEES in health and safety matters necessary to their work and in the operation of fire equipment and emergency procedures in undertaken by the personnel department, safety adviser and the supervisor concerned.

8 GOOD FACTORY HOUSEKEEPING is considered to be the foundation of our safety programme in which everyone must play a part. There are arrangements for:

* the proper storage of clothing, tools and waste
* the provision of adequate space for machinery and plant
* providing adequate and clearly marked gangways
* maintaining clean workrooms and washing, toilet, messroom and first-aid facilities.

9 Work done at a HEIGHT, in CONFINED SPACES, on certain ELECTRICAL EQUIPMENT or UNGUARDED MACHINERY may require a PERMIT-TO-WORK issued by authorised members of management (listed separately) so that the work can be done in safety.

10 MAINTENANCE of equipment on which personal safety depends is a responsibility of the chief engineer and there are arrangements for:

* the regular examination of ladders

* examination and testing of lifting equipment with the safe working load marked

* regular inspection of machine safety devices

* regular examination and testing of electrical apparatus and the installation of electrical equipment and wiring by competent personnel

11 Special arrangements apply to the drivers of INTERNAL WORKS TRANSPORT for their training and authorisation.

12 Arrangements exist for the chief engineer and safety adviser to check NEW MACHINERY to ensure all precautions are taken before it is used. Similarly, the safety adviser liaises with the purchasing department to check the use of NEW MATERIALS coming into the works which may be hazardous when used if proper precautions are not taken. Arrrangements incorporate the issue of instruction sheets on such materials to the section concerned.

13 Regular SAFETY INSPECTIONS of production departments are undertaken in accordance with a timetable agreed by the joint safety committee. Where it is reasonably practicable to do so, department management will initiate remedial action as a result of the inspections to correct potentially harmful situations.

14 Every effort is made to provide the most suitable type of PERSONAL PROTECTIVE EQUIPMENT for the job in consultation with the supervisor, the safety adviser and the joint safety committee. Arrangements are available for employees to purchase safety footwear at reduced cost: all employees are encouraged to use safety footwear whilst at work.

15 JOINT CONSULTATON on health and safety matters has been established for many years and a works committee meets monthly: the names of the representatives and the notes of its work are posted on shop notice boards.

16 SUGGESTIONS by employees on ways in which the work could be made safer are welcomed: separate details are available on the works 'Suggestions Scheme'.

The above statements are reproduced with the kind permission of the Engineering Employers' Federation who provide the same model statements so their members for reference. It should be realised however that statements should never be "got off the peg" - they should be prepared by each company personally with their own needs in mind. I am sure that your company's statement will be different to those provided here. Why not seek them out and discover just what they do say?

EXTENSION 5 The TWO notices on the next two pages are improvement notices and prohibition notices.

When these forms are completed they will then be handed over to the employer by the inspector personally.

HEALTH AND SAFETY EXECUTIVE
Health and Safety at Work etc. Act 1974, Sections 21, 23, and 24

IMPROVEMENT NOTICE

Serial No. I

Name and address (See Section 46) To .....

.....

(a) Delete as necessary *(a)* Trading as .....

I *(b)* .....

(b) Inspector's full name one of *(c)* .....

(c) Inspector's official designation of *(d)* .....

..... Tel no. .....

(d) Official address hereby give you notice that I am of the opinion that at

(e) .....

(e) Location of premises or place and activity you, as *(a)* an employer/a self employed person/a person wholly or partly in control of the premises

(f) .....

(f) Other specified capacity

(a) are contravening/have contravened in circumstances that make it likely that the contravention will continue or be repeated

.....

.....

(g) Provisions contravened *(g)* .....

.....

The reasons for my said opinion are:— .....

.....

.....

.....

and I hereby require you to remedy the said contraventions or, as the case may be, the matters occasioning them by

(h) Date *(h)* .....

(a) in the manner stated in the attached schedule which forms part of the notice.

Signature ..... Date .....

Being an inspector appointed by an instrument in writing made pursuant to Section 19 of the said Act and entitled to issue this notice.

(a) An improvement notice is also being served on

.....

of .....

related to the matters contained in this notice.

LP 1

Dd 347139 5000 Pads 2/75 COH

NOTES

1 Failure to comply with an Improvement Notice is an offence as provided by Section 33 of this Act and renders the offender liable to a fine not exceeding £400 on summary conviction or to an unlimited fine on conviction on indictment and a further fine of not exceeding £50 per day if the offence is continued.

2 An Inspector has power to withdraw a notice or to extend the period specified in the notice before the end of the period specified in it. You should apply to the Inspector who has issued the notice if you wish him to consider this, but you must do so before the end of the period given in it. *(Such an application is not an appeal against this notice.)*

3 The issue of this notice does not relieve you of any legal liability resting upon you for failure to comply with any provision of this or any other enactment, before or after the issue of this notice.

4 Your attention is drawn to the provision for appeal against this notice to an Industrial Tribunal. Details of the method of making an appeal are given below *(see also Section 24 of the Health and Safety at Work etc. Act 1974)*.

(a) Appeal can be entered against this notice to an Industrial Tribunal. The appeal should be sent to:—

(for England and Wales) The Secretary of the Tribunals
Central Office of the Industrial Tribunals
93 Ebury Bridge Road LONDON SW1W 8RE

(for Scotland) The Secretary of the Tribunals
Central Office of the Industrial Tribunals
Saint Andrew House
141 West Nile Street GLASGOW G1 2RU

(b) The appeal must be commenced by sending in writing to the Secretary of the Tribunals a notice containing the following particulars:—

(1) The name of the appellant and his address for the service of documents;

(2) The date of the notice or notices appealed against and the address of the premises or place concerned;

(3) The name and address *(as shown on the notice)* of the respondent;

(4) Particulars of the requirements or directions appealed against;

and (5) The grounds of the appeal.

A form which may be used for appeal is attached.

(c) Time limit for appeal

A notice of appeal must be sent to the Secretary of the Tribunals within 21 days from the date of service on the appellant of the notice or notices appealed against, or within such further period as the tribunal considers reasonable in a case where it is satisfied that it was not reasonably practicable for the notice of appeal to be presented within the period of 21 days. If posted, the appeal should be sent by recorded delivery.

(d) The entering of an appeal suspends the Improvement Notice until the appeal has been determined, but does not automatically alter the date given in this notice by which the matters contained in it must be remedied.

(e) The rules for the hearing of an appeal are given in

The Industrial Tribunals (Improvement and Prohibition Notices Appeals) (S1 1974 No. 1925) for England and Wales.

and The Industrial Tribunals (Improvement and Prohibition Notices Appeals) (S1 1974 No. 1926) for Scotland.

SPECIMEN

BEST COPY AVAILABLE

HEALTH AND SAFETY EXECUTIVE
Health and Safety at Work etc. Act 1974, Sections 22—24

PROHIBITION NOTICE

Serial No. P

Name and address (See Section 46)

To .....

.....

(a) Delete as necessary

(a) Trading as .....

I *(b)* .....

(b) Inspector's full name

one of *(c)* .....

(c) Inspector's official designation

of *(d)* .....

..... tel no .....

(d) Official address

hereby give you notice that I am of the opinion that the following activities,

namely – .....

.....

.....

which are *(a)* being carried on by you/about to be carried on by you/under your control

(e) Location of activity

at *(e)* .....

involve, or will involve *(a)* a risk/an imminent risk, of serious personal injury.
I am further of the opinion that the said matters involve contraventions of the following statutory provisions –

.....

.....

.....

because .....

.....

.....

and I hereby direct that the said activities shall not be carried on by you or under your control *(a)* immediately/after

(f) Date

(f) .....

unless the said contraventions and matters included in the schedule, which forms part of this notice, have been remedied.

Signature ..... Date .....

being an inspector appointed by an instrument in writing made pursuant to Section 19 of the said Act and entitled to issue this notice.

LP 2

Dd 347139 5000 Pads 2/75 CDH

93

78

SPECIMEN

NOTES

1 Failure to comply with a Prohibition Notice is an offence as provided by Section 33 of this Act and renders the offender liable to a fine not exceeding £400 on summary conviction or to an unlimited fine or to imprisonment for a term not exceeding two years or both on conviction on indictment and a further fine of not exceeding £50 per day if the offence is continued.

2 An inspector has power to withdraw a notice or to extend the period specified in the notice, before the end of the period specified in it. You should apply to the inspector who has issued the notice if you wish him to consider this, but you must do so before the end of the period given in it. *(Such an application is not an appeal against this notice.)*

3 The issue of this Notice does not relieve you of any legal liability resting upon you for failure to comply with any provision of this or any other enactment, before or after the issue of this notice.

4 Your attention is drawn to the provision for appeal against the notice to an Industrial Tribunal. Details of the method of making an appeal are given below *(see also Section 24 of the Health and Safety at Work etc. Act 1974).*

(a) Appeal can be entered against this notice to an Industrial Tribunal. The appeal should be sent to –

(for England and Wales) The Secretary of the Tribunals
Central Office of the Industrial Tribunals
93 Ebury Bridge Road LONDON SW1W 8RE

(for Scotland) The Secretary of the Tribunals
Central Office of the Industrial Tribunals
Saint Andrew House
141 West Nile Street GLASGOW G1 2RU

(b) The appeal must be commenced by sending in writing to the Secretary of the Tribunals a notice containing the following particulars –
(1) The name of the appellant and his address for the service of documents.
(2) The date of the notice or notices appealed against and the address of the premises or place concerned.
(3) The name and address *(as shown on the notice)* of the respondent.
(4) Particulars of the requirements or directions appealed against.
and (5) The grounds of the appeal.
A form which may be used for appeal is attached.

(c) Time limit for appeal

A notice of appeal must be sent to the Secretary of the Tribunals within 21 days from the date of service on the appellant of the notice or notices appealed against, or within such further period as the tribunal considers reasonable in a case where it is satisfied that it was not reasonably practicable for the notice of appeal to be presented within the period of 21 days. If posted the appeal should be sent by recorded delivery.

(d) The entering of an appeal does not have the effect of suspending this notice. Application can be made for the suspension of the notice to the Secretary of the Tribunals, but the notice continues in force until a Tribunal otherwise directs. An application for suspension of the notice must be in writing and must set out –

(a) The case number of the appeal, if known, or particulars sufficient to identify it and

(b) The grounds on which the application is made. It may accompany the appeal.

(e) The rules for the hearing of an appeal are given in –

The Industrial Tribunals (Improvement and Prohibition Notices Appeals) Regulations 1974 (S1 1974 No. 1925) for England and Wales,
and
The Industrial Tribunals (Improvement and Prohibition Notices Appeals) (Scotland) Regulations 1974 (S1 1974 No. 1926) for Scotland.

94

BEST COPY AVAILABLE

EXTENSION 6 Choice Series Unit 82 - Discipline & the Law
Author: John Stirling
Publisher: Northern Regional Management Centre.

You'll find details of how to visit an Industrial Tribunal at work.

To take a case to an industrial tribunal is not at all difficult. The person who takes the case is called the applicant, and to do this he must obtain the necessary form from any employment office. Filling in such a form is not too difficult, but of course there are always people who are experienced to help in such matters, like lawyers or members of a local citizens advice bureau.

The best way to discover just how an industrial tribunal operates is to see for yourself. Members of the public are entitled to sit in on any tribunal case being considered by their local tribunal.

EXTENSION 7 "I was only doing my job" Film

If there is an accident at work, how many employees and managers know their responsibilities under the Law? Do they realize that they lay themselves - not just the Company - open to criminal prosecution? And it is no use a skilled operative claiming he was not told a safe method of working, or his manager saying he was not present at the time. Both can find themselves in court, both can face serious charges.

"I Was Only Doing My Job" spells out one such case. Both the operative and his manager felt confident. Both acted in the Company's interest. And both ended up facing prosecution as individuals.

This is an excellent film to bring home to all employees an understanding of their responsibilities. Through the voice of a Safety Office and a Union solicitor the men's personal duty within the Law is clearly explained. It is a powerful reminder to managers and operatives that they must pay more than lip service to the Health and Safety at Work Act and the Factories Act if they are to avoid unpleasant consequences.

These extension opportunities can all be taken up via your Resource Centre.

They will either have the materials or will arrange that you have access to the materials. However it may be more convenient to check out the materials with your Personnel or Training people at work - they may well give you access. There are other good reasons for approaching your own people, for example they will become aware of your interest and you can involve them in your development.

3 References

REFERENCE 1 Book: The Hazards of work - how to fight them

Author: Patrick Kinnersty

Publisher: Pluto Press

REFERENCE 2 Book: Health and Safety at Work - for managers and supervisors

Author: Alan J P Dalton

Publisher: Cassell

REFERENCE 3 Book: Selwyn's Law on Health and Safety at Work

Author: Normal Selwyn

Publisher: Butterworths

These references can all be taken up via your Support Centre. They will either have the materials or will arrange that you have access to the materials. However it may be more convenient to check out the materials with your Personnel or Training people at work - they may well give you access. There are other good reasons for approaching your own people, for example they will become aware of your interest and you can involve them in your development.

If you do wish to make use of these references then don't think that you must read them right through. Just dip into them for a slightly wider treatment of the topic raised by the unit.

I should warn that the language and style of the writing is often difficult to cope with. So don't struggle with it too much. Do what I do when in difficulty, put the book back on the shelf and find a better one!

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88 Supervising and the Law